

Standard Operating Procedures for Out-of-State Travel Authorization Bureau of Laboratory Sciences

All TAF's for Laboratory staff are to be processed by the Lab Bureau travel liaison. All completed TAF packages should be submitted to the travel liaison for review, signature and submission to the DPH Central Office.

- 1) Prior to preparation of a TAF, the Laboratory Supervisor should determine the necessity of the travel and identify an appropriate funding source for the travel. Funding availability should be verified with the Fiscal Director. *Please note: no out-of-state travel can be paid from the State Lab account.*
- 2) Once a funding appropriation is approved, the TAF is completed by the traveler and reviewed by the Laboratory Supervisor for completeness and accuracy before submitting to the travel liaison.
- 3) The TAF package must include a budget cover page, a letter of justification for travel to a particular event/destination and a completed TAF.
 - a) The budget cover page must contain the name(s) of all travelers attending the same event/destination and the total estimated expense amount for all travelers. All accounts to which travel is to be charged must appear on the budget cover page.
 - b) The letter must be on 250 Washington letterhead and addressed as follows:

To: EOHHS
From: John Leahy, DPH Budget Office
Date: (leave blank)
Subject: Justification for Out-of-State Travel

- c) The TAF should be completed according to the steps outlined in the attached example.
- 4) Submit the completed TAF package to the Bureau travel liaison.
- 5) Upon receipt of the TAF package the bureau travel liaison will check the account charge back information listed on the TAF and the budget page. The liaison will then send an email to the Fiscal Director to verify the account number is correct and there are funds in the account to cover travel.

- 6) The Fiscal Director will send back an approval/denial of the account number submitted.
- 7) The liaison will review the letter of justification for accuracy and completeness.
- 8) The liaison will check the TAF for the following:
 - Correct dates for travel
 - Correct account number
 - Brief statement for reason of travel
 - Signature of traveler
- 9) The liaison will check the estimated expenses section to ensure the correct dollar amounts are listed in the proper column(s) and that the total is equal to the amount listed on each line.
- 10) The liaison will check to ensure all backup documentation is included with the TAF package. Examples of back-up documentation are:
 - Letters of invite
 - Brochure for conference/event
 - Proof of mandatory attendance/participation at event
- 11) If all the proper backup documentation is included with the completed TAF package, then the liaison will submit the package to the bureau director or deputy director for signature.
- 12) After the TAF package is signed by the bureau director or deputy director, the liaison will make two copies of the TAF package. The liaison will keep one copy for the bureau file and the other copy will go to the traveler.
- 13) The liaison will then submit the TAF package to the budget office for approval. It will take approximately 4-6 weeks for the approved TAF to be returned to the bureau liaison.
- 14) All approved/denied TAFs will be returned to the bureau liaison.
- 15) The bureau liaison will keep the original copy for their files and send a copy of the signed TAF and budget page to the traveler.